

# Rolling Timber II

## Meeting Minutes

June 11, Mon

What we have had in the class :

- Course overview and schedule
- Project options
- Project portfolios

## Agenda for the next meeting

- Team meeting times
- Team contract
- Team introduction
- Project Bid Portfolio Due **by 5:00 pm** in ME office

# Rolling Timber II

## Meeting Minutes

June 12, Tuesday

### What we have had in the class:

- Team formation and contract
- Set up team meeting times

### What we talked in the team meeting

- First meeting
- Member introduction
- Zak already contacted Scott and made an appointment at the steam plant. 4 pm decided on as a meeting time.

### Agenda for the next meeting

- Shop orientation
- Time for client interview
- Discussion about the budget

# Rolling Timber II

## Meeting Minutes

June 13, Wed

### What we have had in the class :

- Shop orientation (GJ Design Suite)
- Meeting with Scott at his office and take a tour around the factory.
- We met our client and mentor
- We discussed the previous team work and get a background about what we will do in this project

### What we talked in the team meeting

- We took a quick review on the machines and some important tools we might need to use for the project.
- We asked as many as questions to understand the process and how the steam plants works.
- We got to know the project goals.
- Try to look and understand what the previous group have done and from there we will start.

### Agenda for the next meeting

- Brainstorm and set some direction from where we will start our project
- Organize Client Interview questions
- Budget Estimates by using template

# Rolling Timber II

## Meeting Minutes

June 14, Thursday

### What we have had in the class:

- We prepared the important questions that might help us to understand and make things clearer to us.

### What we talked in the team meeting

- We divided the work between us and also we are trying to gather as much as information to have a good start with the project.
- We already got our own table in the Senior Design Suite after we moved our project from the factory.

### Agenda for the next meeting

- Plan for summer
- Draft budget
- Review questions

# Rolling Timber II

## Meeting Minutes

June 15, Friday

What we have had in the class:

- General introduction
- Research
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What we talked in the team meeting

- Plan for summer
- Draft budget estimates
- Reviewed the questions

Agenda for the next meeting

- Trying to look at the circuits and understand how they work
- Break down the circuits components
- Problems statement and product requirements
- Set up all the circuits